

176 West 30th Street
Ogden, Utah 84401

Phone: 801-629-8242
FAX: 801-629-8375

(Please review instructions before completing this form.)

Ogden City Corporation reserves the right to deny approval of special events that do not comply with Ogden City ordinances and/or policies.

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Ogden, Utah 84401

22. Name of Event:	23. Date(s) of event:
24. Please check all items that apply to your event. Provide a detailed explanation in section 25 for each item checked. If you have questions, please contact the Ogden City Special Events office.	
<input type="checkbox"/> a. Admission to be charged <input type="checkbox"/> b. Animals <input type="checkbox"/> c. Barricades <input type="checkbox"/> d. Bicycles <input type="checkbox"/> e. Bleachers <input type="checkbox"/> f. Booths – Vendors handing out items <input type="checkbox"/> g. Booths – Vendors selling <input type="checkbox"/> h. Candles (or other open flame) <input type="checkbox"/> i. Canopies or tents <input type="checkbox"/> j. Command Post (Headquarters) <input type="checkbox"/> k. Crowd control <input type="checkbox"/> l. Drawing or raffle <input type="checkbox"/> m. Electrical requirements <input type="checkbox"/> n. Fencing or scaffolding	<input type="checkbox"/> o. Fireworks <input type="checkbox"/> p. First Aid Station <input type="checkbox"/> q. Food – catered by restaurant <input type="checkbox"/> r. Food – given away <input type="checkbox"/> s. Food – prepared on site <input type="checkbox"/> t. Helicopter <input type="checkbox"/> u. Hot air Balloons <input type="checkbox"/> v. Helium balloons <input type="checkbox"/> w. Live Entertainment <input type="checkbox"/> x. Music – amplification <input type="checkbox"/> y. PA system <input type="checkbox"/> z. Parade – with floats <input type="checkbox"/> aa. Parade – without floats <input type="checkbox"/> bb. Park reservation
<input type="checkbox"/> cc. Portable sanitary units <input type="checkbox"/> dd. Private security <input type="checkbox"/> ee. Propane gas <input type="checkbox"/> ff. Road closure <input type="checkbox"/> gg. Security <input type="checkbox"/> hh. Sidewalk usage <input type="checkbox"/> ii. Sports competition <input type="checkbox"/> jj. Stage <input type="checkbox"/> kk. Street usage <input type="checkbox"/> ll. Tents <input type="checkbox"/> mm. Traffic control <input type="checkbox"/> nn. Trash cans / collection <input type="checkbox"/> oo. Vehicles <input type="checkbox"/> pp. Other	
25. Explanation of items checked above (list letter for reference): <div style="height: 400px; border-bottom: 1px solid black;"></div>	

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26. Name of Event:			27. Date(s) of event:		
28. EVENT APPROVALS (After signing, return only page 3 to Special Events unless you have written comments on specific items listed on page 2. Otherwise, keep pages 1 & 2 for your records.)			DEPARTMENTAL RECOMMENDATIONS		
Req'd	Department Approval Signatures:	Approved as Submitted	Needs Modification	Approval Denied	Comments: (Submit additional page if necessary.)
	Communications:				
	Fire:				
	Parks:				Park reserved – Receipt # _____ Alcohol permit purchased – Receipt # _____
	Police:				
	Sanitation:				
	Streets:				
	Water:				
	Other Approval: List: _____				
	Special Events (verification of documents) Copy of event application sent to: _____ Utah State Tax Commission FAX (801) 297-6358 _____ Weber County Health Department FAX 399-8306 _____ Ogden City Business Licensing Dept. FAX 629-8924 _____ Ogden City Legal Department FAX 629-8927 _____ Ogden City Risk Management FAX 629-8927				_____ UDOT Permit received _____ UDOT Permit pending _____ Health Department Permit received _____ Copy of alcohol permit received _____ Contract - Signed & Recorded Questions, comments or concerns: Please call Ogden City Special Events at (801) 629-8242.
	Final Approval / Community Services Director:				

Instructions for Completing Special Event Application

NOTE: APPLICATION IS DUE 30 DAYS PRIOR TO EVENT

General Information:

- A Special Event Application MUST be completed for any event planned to take place on Ogden City property where the public is invited to attend or an event that involves blocking public streets or sidewalks. It is also required for a private event (mass gathering) that involves more than 500 people.
- Provide all information as requested. APPLICATIONS MUST BE SUBMITTED **30 DAYS PRIOR TO THE EVENT DATE**.
- All information MUST be provided, typed or printed with **BLACK** ink for copying. Illegible and/or incomplete requests will be returned.

Form Information:

1. Name of Event: If the event doesn't have an official title such as the "March of Dimes Walkathon", enter a generic description such as "Fun Run for Red Cross", "Easter Egg Hunt", etc.
2. Date(s): Date or dates the event will be held.
3. Time: Starting and ending times.
4. Type of Event: Check the appropriate box(es). If "other" is checked, write the type of event in the space provided.
 - Runs, walks, marches and all other events using Ogden City Streets, Parks, etc. must include a map with the route clearly indicated by using a black marker so the map can be copied for distribution to affected city departments.
 - Maps must indicate which streets and/or sidewalks are to be used, water stations, site plan, etc.
 - Applications for parades must include a map that indicates the route and staging and disbanding areas and an estimate of the number of entrants, floats, etc.
 - Closure of a Utah State road within Ogden City limits requires the approval of the Utah Department of Transportation. An "Application for Right of Way Encroachment Permit" may be obtained from the Special Events office. The non-refundable fee is \$25.00 and it cannot be waived for any organization. Contact person is Tommy Vigil – District #1 – See back of UDOT form for address.
5. Location or Starting Point (include map):
 - If the event includes use of an Ogden City Park, a site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application. Reservations may be made by contacting Ogden City Parks Department at 629-8284 or 629-8242. Non-reservable parks are not available for special event use due to the lack of sufficient facilities and services that are inadequate for large functions.
 - FEES: All applicable park reservation fees will be charged and must be paid before the reservation can be confirmed. The special event office may assess a cleaning fee, determined by the type of event, number of participants, etc.
6. Description of Assistance Needed From City Departments (Police, Fire, Streets, Parks, etc.): List any anticipated assistance you may need such as traffic control for crossing streets during a walkathon, access to electricity, extra dumpsters, etc.
7. Set-Up: List day, date and time.
8. Take Down: List day, date and time.
9. Estimated Attendance: Approximate number of participants and/or spectators expected at the event. If expected attendance is 500 or more, mass gathering rules may apply. Contact Weber County Health Department (Information in #11).
10. Alcoholic Beverages: Check the appropriate box. Alcoholic beverages are permitted only at MTC Park with the purchase of an Alcoholic Beverage Permit available through the Parks Department. Special requests for serving alcoholic beverages at any event must be approved through the special event application process.
11. Health Department Contacted: A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Weber County Health Department, Environmental Health Division, 2570 Grant Avenue, Ogden, UT 84401, Phone (801) 399-8381 to obtain the permit. There is a \$5.00 charge per day and the permit must be posted at the event. When the permit is obtained, a copy should be forwarded to Ogden City Special Events. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times.
12. Non-Profit 501.C3 Tax Identification #: If the organization has a non-profit 501.C3 classification, enter the identification number here.
13. Organization Name: Title of organization or the event name if not affiliated with an organization.
14. Contact Person: Name of the person that the Special Events Department may contact in case of questions or if an emergency situation occurs. Also include a secondary or alternate contact person who may be reached if the first person is unavailable.
15. Address: Address for correspondence from the Special Event Office to the organization making the request.
16. Phone Number: Please include as many numbers as necessary for the Special Event office to be in contact with the person in charge of the event. This should include numbers in case of an emergency during an event held at times other than normal office hours.
17. Insurance Information: All events open to the public require a certificate of insurance for \$1,000,000.00 commercial general liability coverage with Ogden City Corporation named as the certificate holder and as additional insured. This is a standard request and most insurance companies supply the certificate at little or no charge. If you cannot obtain a certificate, Special Event Insurance may be purchased directly from Fred A. Moreton & Company (801) 531-1234. Fees range from \$65 to \$1000 per day. Application is available from Ogden City upon request.
18. Signature: Person completing this form or the contact person must SIGN and DATE the application.
19. Date: Enter the date the application is signed.
20. Do not write in this section. This is for the signature of the person in Community Services who accepts the completed application form.
21. Do not write in this section. This is for the person accepting the completed application to fill in the date received.
22. Name of Event: Enter name of event the same as in #1 on page 1.
23. Date(s) of Event: Enter date(s) of event the same as in #2 on page 1.
24. Check each item that applies to your event and give an explanation. This information will help us to provide you the best service possible. If we require additional information about any of the items or if there are restrictions associated with any of the items checked, you will be contacted.
25. Explanation of items checked above: Give detailed information about items checked in section 20.
26. Name of Event: Enter name of event the same as in #1 on page 1.
27. Date(s) of Event: Enter date(s) of event the same as in #2 on page 1.
28. Event Approvals: Do not write below this section. **You will be notified of approval or denial of your event after your application has been reviewed by all departments involved in the approval process.**